



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

6-05-03

EFFECTIVE DATE

06-20-03

NO.

03-9

SUBJECT

Arrest Guidelines

AMENDS

REFERENCE

Section 84.710, RSMO 1978

RESCINDS

Procedural Instructions 89-9, 89-9B, 89-9C, 90-15, 90-15A, 91-11, 94-9, 94-13;
Department Memorandums 96-10, 97-7, 98-17, 99-1, 01-1, 02-2, 02-10, 02-18**I. PURPOSE**

To establish administrative guidelines and procedures for effecting the following types of arrests: city, local and outside state felony warrants, local and outside state misdemeanor warrants, state statutes, state parole warrants and Missouri Division of Corrections pick-up orders.

II. DEFINITIONS

- A. **Jackson County Felony Arrest Warrant** – Issued by the Jackson County Circuit Court or Jackson County Associate Circuit Court. These warrants will have an originating agency identifier (ORI) MO0480000.
- B. **Local State Warrant** – Issued by the Jackson County Associate Circuit Court for offenses investigated by this department. Local state warrants are maintained on file at the Warrant Desk and are identified in the computer by the originating agency identifier (ORI) MOKPD0000 and a case report number.
- C. **Locate Message** – Indicates a temporary change in record status in the NCIC and/or MULES file. The message is sent by the agency locating a person or property previously entered by another agency.
- D. **Outside State Warrant** – Issued by an Associate Circuit Court from another jurisdiction including cities, counties, and/or state law enforcement agencies. Outside state warrants are forwarded to the respective sheriff's department for filing and computer entry. (This includes warrants issued in Clay, Platte and Cass County for offenses investigated by this department.)
- E. **Trial De Novo Warrant** – Issued by a Jackson County Circuit Court Judge after a case has been appealed from the Jackson County Circuit Court, 16th Judicial Circuit of Missouri, Kansas City Municipal Division, and the person fails to appear.

- F. **Warrant Verification** – Process of contacting, by telephone or teletype message, the agency issuing the warrant to determine:
1. If the warrant is valid (outstanding).
 2. If the person in custody is the same person named/described in the warrant.
 3. If the originating agency will extradite.
- G. **Writs of Attachment** – Issued by the Jackson County Circuit Court, 16th Judicial Circuit of Missouri, Kansas City Municipal Division, for victims/witnesses who fail to appear in court as directed by subpoena.

III. PROCEDURE

This directive is arranged in annexes for easy reference.

Annex A - General Ordinance Summons
Annex B - City Pick-Up
Annex C - Municipal Court Subpoena
Annex D - Cancellation of GOS and UTT
Annex E - Twenty-Hour Rule/Twenty-four Hour Rule
Annex F - State Statute Arrests
Annex G - State Warrant Arrests
Annex H - State Parole Warrant Arrests
Annex I - Missouri Division of Corrections Arrests
Annex J - Bookem System

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2003.

Karl Zobrist
President

DISTRIBUTION: Law Enforcement Personnel
Civilian Supervisory Positions
Department Element Manuals
Post on all bulletin boards for two weeks.

GENERAL ORDINANCE SUMMONS

A. General Ordinance Summons

1. The four-part General Ordinance Summons (GOS) is furnished by the Jackson County Circuit Court, 16th Judicial Circuit of Missouri, Kansas City Municipal Division. The GOS is used when a person, other than a juvenile, is charged with a violation of any city ordinance, with the exception of a traffic ordinance. The distribution for each copy of the GOS is printed in the upper-right corner.
 - a. Information Copy (white) - Court (original)
 - b. Summons Copy (pink) - Defendant
 - c. Police Record Copy (white) - Records Unit
 - d. Station Copy (buff card) - Arresting Officer
2. The GOS number is a six-digit number preceded by a number and the letter "G." In the upper-right corner of the Information Copy, the GOS number is followed by a single-digit number (example GOS number: 1 G051957 9). This single digit is not part of the GOS number, but is a self-check digit used only to improve accuracy. Do not use the self-check digit when referring to a GOS number in a report.
3. A ballpoint pen (black ink) or a typewriter must be used when completing all forms. All information (except signatures) must be legible on all copies. A separate GOS must be completed for each charge against a person.
4. Officers will set GOS cases for the division and session assigned to them by the Municipal Court Liaison Officer. Officers will use the 0900 or 1100 setting for all GOS cases. When an officer has relevant testimony, the GOS will be scheduled for the 0900 session. When an officer does not have relevant testimony, the GOS will be scheduled for the 1100 session.
5. Officers will schedule GOS cases at least 28 days, but not more than 97 days, after the date of issuance.
6. Officers may check their court group capacity by running a "CTDT" computer test for available dates. This test will contain the most accurate information available and is updated daily. The CTDT format for available court dates is as follows: CTDT.OFFICER'S SERIAL NUMBER. OFFICER'S SERIAL NUMBER (Enter).

7. If an officer determines that no court dates are available, the officer will immediately complete and forward an Interdepartment Communication, Form 191 P.D., through their chain of command, to the Municipal Court Liaison Officer. The Interdepartment Communication, Form 191 P.D., will state that the officer's assigned court date is full and an additional court date is requested. Also, include the "full" court date selected for general ordinance violations to be issued during the tour of duty.
8. When a GOS is issued in conjunction with a Uniform Traffic Ticket (UTT), both the GOS and UTT will be set for the 0900 court session.
9. Subjects arrested for traffic or general ordinance violations by separate officers, in connection with the same incident, will be handled as companion cases. All traffic or general ordinance violations will be set in accordance with one of the officer's court dates. A subpoena will be issued to the officer whose court date is not used.
10. Officers will set all domestic violence cases in accordance with the current written directive entitled, "Domestic Violence, Orders of Protection, Custody Violation and Child Abuse."
11. The required phraseology when completing a GOS for a frequently used violation is provided in the booklet entitled, "Pocket Reference Book," Form 321 P.D. When a GOS is issued for a violation not listed in the pocket reference book, the officer will contact the desk sergeant or Detention Unit supervisor to ascertain the specific city ordinance number and proper wording for the GOS.

B. General Ordinance Summons, Registration Form and Certificate of Completion

1. Members will complete the Registration Form attached to the front of the GOS book. The completed Registration Form will be forwarded to the Data Entry Section by using the Uniform Traffic Ticket collection box marked "P.D.," which is located at each patrol division. Members who do not have access to a collection box will forward the completed Registration Form to the Data Entry Section by interdepartment mail.
2. The **Certificate of Completion** is maintained by the department to account for each GOS book requisitioned by an officer.
 - a. Following the issuance of each GOS, the issuing officer will note the name and date of issuance in the boxes on the Certificate of Completion.
 - b. After all summonses in the book have been issued, the officer will sign the Certificate of Completion, enter their serial number, element of assignment and give the Certificate of Completion to their immediate supervisor.

- c. After reviewing the Certificate of Completion, the supervisor will sign their name and serial number on the reverse side and return it to the officer.
 - d. Upon receipt, the officer will forward the completed Certificate of Completion to the Special Operations Division via interdepartment mail.
- C. In all cases, an arresting officer is required to place the fingerprint of the violator's right index finger on the reverse side of the Police Record Copy (white) of the GOS. When the violator's right index finger is missing or another condition exists that prohibits the printing of the right index finger, the violator's left index finger will be printed. The notation "left index" will be placed near the fingerprint. If conditions exist that prohibit the printing of either index finger, then any finger may be printed. A notation, denoting which finger was used to obtain the fingerprint, will be placed near the print.
- D. When a member fails to obtain the violator's fingerprint on a GOS the Fingerprint Identification Section will complete a Return for Fingerprint Form, Form 5019 P.D., and forward it to the member's appropriate commander.
- E. Booking at the Scene of Arrest
 - 1. Officers may issue a GOS in the field for any charge, which does not require the posting of a bond. The officer will ensure the violator's signature is entered in the "Defendant's Signature" box on the GOS. If the violator refuses to sign, they will be transported to a detention facility and required to post a bond. (For further information refer to the current written directive entitled, "Bonding – General Ordinance and Traffic Violations.")
 - 2. For violations involving a complainant (e.g., peace disturbance, assault, stealing) the complainant's signature must be entered in the "Complainant" box of the GOS.
 - 3. Patrol division vehicles, assigned to a sector, are equipped with an ink pad. An officer issuing a GOS in the field who does not have an ink pad available will advise the dispatcher, who will dispatch another car to the scene.
 - 4. Routing procedures of the GOS are as follows:
 - a. Upon issuing a GOS, the arresting officer will retain the Station Copy (buff) of the GOS for their record.
 - b. The Summons Copy (pink) of the GOS will be given to the violator.
 - c. The officer will give the remaining copies and related subpoenas to the booking personnel prior to completing their tour of duty.

F. Booking at Patrol Divisions or the Detention Unit

1. If required to post a bond or when temporary confinement is considered necessary, the arrested person will be taken to a Patrol Division.

NOTE: Only those arrests that are belligerent or combative will be transported directly to the Headquarters Detention Unit.

2. When an officer makes several arrests or must complete multiple GOS's, Patrol Division personnel or Detention Unit personnel may assist in completing the GOS's. However, the arresting officer must sign each GOS.
3. The desk sergeant will ensure that all GOS's requiring a bond are complete, legible and accurate.
4. Routing procedures of GOS's when bonding is completed at a Patrol Division are as follows:
 - a. The arresting officer will retain the Station Copy (buff) of the GOS for their records.
 - b. The Summons Copy (pink) of the GOS will be given to the violator.
 - c. Watch I booking personnel will place the Information Copy and Police Record Copy of each GOS, along with a Prisoners and Records Transfer Sheet, Form 118 P.D., in a sealed envelope labeled, "Fingerprint Identification Section." The envelope will be delivered to the Fingerprint Identification Section **no later than 0700 hours, daily**.
5. Routing procedures of GOS's that are transferred to the Detention Unit are as follows:
 - a. Upon issuing a GOS, the arresting officer will retain the Station Copy (buff) of the GOS for their records.
 - b. The remaining copies of the GOS will be transferred with the prisoner to the Detention Unit.

NOTE: If a violator is booked at the Detention Unit, Detention Unit personnel will be responsible for obtaining the proper fingerprint.

CITY PICK-UP

A. City Pick-Ups

1. The arresting officer will complete a City Wanted/Cancellation Notice, Form 42A P.D., for a subject that has been arrested for a traffic or general ordinance violation and who will be admitted to a medical facility for extended treatment/care. Refer to the current written direction entitled, "Ambulance Calls and Arrests Taken to Hospitals" for further information.
2. A City Wanted/Cancellation Notice, Form 42A P.D., will also be completed when probable cause for arrest exists and the suspect is known (identified) but is not in custody (e.g., suspect has left the scene of an offense, hospital walkaways).
3. Officers will indicate on any report taken whether an arrest was made, a City Wanted/Cancellation Notice, Form 42A P.D., was completed or the offense was referred to an investigative unit for follow-up.
4. When witness testimony is required in association with a City Wanted/Cancellation Notice, Form 42A P.D., a subpoena to testify will be partially completed. The officer will not assign a court date or time and will not have the witness sign the subpoena.

B. Procedure for City Pick-Ups (other than domestic violence)

1. A City Wanted/Cancellation Notice, Form 42A P.D., will be completed in the following circumstances:
 - a. Probable cause for arrest exists.
 - b. Identifiers obtained from a complainant/witness/subsequent investigation, such as name, date of birth and race/sex can be verified. In addition, officers will attempt to determine the address, height, weight and social security number of the suspect. The following sources may be used for verification purposes:
 - (1) Department of Revenue.
 - (2) Driver's license.
 - (3) Birth certificate.

- (4) Police computer, e.g., criminal history information, civil index file, etc., **(the information available through the police computer is not the most reliable and should only be used in the absence of other documents).**
 - c. Any assault involving no injuries or minor injuries to the victim. (Minor injuries are defined as those not requiring admittance to a hospital. Emergency room treatment and release is considered minor.)
 - d. Any assault involving the use of a weapon, other than a firearm, resulting in minor or no injury to the victim.
 - e. Stealing (larceny) offenses of less than \$750.
 - f. Property damage of \$750 (estimated value) or less.
 - g. When a sick or injured arrest is sent to the hospital for treatment or observation and is to be held for a period exceeding one hour or subsequently is admitted or escapes.
 - h. Traffic violations when the violator can be adequately verified as described in Section B, 1, b of this annex.
 - i. Upon receipt of a Confidential Report of Laboratory Findings, Form 421 P.D., involving controlled substances. (Refer to the current written directive entitled, "Arrest Procedure – Possession of Controlled Substance Charges.")
 - j. Upon receipt of a Regional Criminalistics Laboratory Report of Findings, Form 423G P.D., indicating a blood alcohol content of .08% or greater.
- 2. Officers will complete one City Wanted/Cancellation Notice, Form 42A P.D., for each charge.
 - 3. The officer completing a City Wanted/Cancellation Notice, Form 42A P.D., will ensure that the case report number assigned to the applicable report is entered on the City Wanted/Cancellation Notice, Form 42A P.D.
 - 4. The officer will ensure that the following items are attached to the City Wanted/Cancellation Notice, Form 42A P.D., and submitted to the officer's immediate supervisor or on-duty desk sergeant for review and approval:
 - a. All applicable UTT's, GOS's and subpoenas
 - (1) The court date and time will not be entered on the UTT's/GOS's.

- (2) The court date, time and courtroom will not be entered on the subpoena and the subpoena will not be signed by the arresting officer or witness.

b. Photocopies of applicable reports

- (1) When the incident does not require the completion of any report, the officer will complete a Report Form, Form 100 P.D., entitled, "Miscellaneous Investigation – City Pick-Up." All pertinent details supporting the events will be included in the narrative.
- (2) When applicable, the officer will attach a copy of the state prosecutor's disposition of the case report to the City Wanted/Cancellation Notice, Form 42A P.D., indicating the charge has been denied at the state level.

- c. The packet submitted will not be stapled together. It is permissible to staple the copies of the UTT's/GOS's together, with one staple only.

C. Procedure for Domestic Violence City Pick-Ups

1. Contact the Domestic Violence Section from the scene when responding to a call where domestic violence is alleged.
2. Complete the appropriate report. A Request for Report Reproduction, Form, 19 P.D., and an Adult Abuse Information, Form 157 P.D., or the Adult Abuse Information (Spanish version), Form 157A P.D., will be given to the victim.
3. If so instructed by the Domestic Violence Section, complete a GOS and subpoena along with a City Wanted/Cancellation Notice, Form 42A P.D., for each GOS. A date, time and courtroom will not be assigned.
4. Ensure "Domestic Violence" is written across the top of the GOS and the City Wanted/Cancellation Notice, Form 42A P.D. The case report number assigned to the applicable report should also be entered on the City Wanted/Cancellation Notice, Form 42A P.D.
5. Ensure the following are attached to the City Wanted/Cancellation Notice, Form 42A P.D.:
 - a. All applicable GOS's and subpoenas.
 - b. One copy of all applicable reports.

D. Supervisor or on-duty desk sergeant responsibilities:

1. Check UTT's, GOS's, reports, subpoenas and City Wanted/Cancellation Notice, Form 42A P.D., for accuracy and ensure the front of the UTT/GOS does not contain superfluous notations made by the officer (e.g., blood alcohol results, indirect statements and reference to other cases). Once approved, sign his/her name and serial number in the space provided on the City Wanted/Cancellation Notice, Form 42A P.D.
2. Record UTT/GOS information on the Transmittal Sheet, Form 78 P.D., in duplicate and sign his/her name and serial number in the lower portion of the Transmittal Sheet, Form 78 P.D., City Wanted/Cancellation Notices, Form 42A P.D., accumulated over weekends and holidays may be placed on the same Transmittal Sheet, Form 78 P.D.
3. Establish a case file for each City Wanted/Cancellation Notice, Form 42A P.D. The case file will be maintained at the officer's division/element for 45 calendar days and then may be retained by the arresting officer for use in court when city pick-up disposition has been reached. Documents to be included in the file are:
 - a. A copy of the original offense report, the Progressive Investigation or Miscellaneous Investigation.
 - b. A photocopy of the City Wanted/Cancellation Notice, Form 42A P.D.
4. Ensure that a computer entry is made in the CRNLOG, using the original case report number, which will indicate a City Wanted/Cancellation Notice, Form 42A P.D., has been made. "City pick-up," officer's serial number and assignment will be shown in the remarks section. (This procedure will create a case tracking system for city pick-ups and will reduce the possibility of multiple city pick-ups/arrests for the same offense.)
5. The Watch II desk sergeant at the division stations will send UTT's, GOS's, subpoenas, City Wanted/Cancellation Notices, Form 42A P.D., and Transmittal Sheets, Form 78 P.D., for all three watches to Warrant Services daily, except on weekends and holidays. Duplicate transmittal sheets will be filed at the division station for six months.
6. The Watch II desk sergeant at the division stations will send GOS's, photocopies of all reports, subpoenas, City Wanted/Cancellation Notices, Form 42A P.D., and Transmittal Sheets, Form 78 P.D., for **domestic violence incidents only** to the Domestic Violence Section daily. Duplicate transmittal sheets will be filed at the division station for six months.

- E. If the officer determines there is insufficient probable cause for arrest or is unable to obtain verifiable identifiers such as those stated in Section B, 1, b of this annex, the officer will:
1. Complete any necessary reports, e.g., offense report, miscellaneous investigation.
 2. Not complete City Wanted/Cancellation Notice, Form 42A P.D.
 3. Advise the complainant the reason for their decision.
- F. City Pick-Up Recall
1. In the event a subject is apprehended for an offense (probable cause arrest) after a city pick-up has been completed, but prior to a computer entry indicating the issuance, the arresting officer will:
 - a. Verify through CRNLOG whether a city pick-up has been completed and submitted. If it has been verified but a city pick-up has not been entered in the computer, the arresting officer will contact the original officer's division/element to obtain the information needed for booking. The subject will be booked on a new GOS/UTT and the following procedures will apply:
 - (1) The arresting officer will use the original officer's court date, time and room when completing a new GOS/UTT.
 - (2) If the arrest is domestic violence related, the arresting officer will schedule the court appearance on the original officer's next available court date, in courtroom E and mail the completed subpoena(s) to the victim(s) and witness.
 - b. The arresting officer will complete a Warrant Recall, Form 197 P.D., (a two-part carbonless form) requesting the recall of the city pick-up and GOS/UTT that was previously submitted. The Warrant Recall, Form 197 P.D., is supplemental to the original case report number.
 - (1) The Warrant Recall, Form 197 P.D., will be signed by a supervisor/commander. The original will be forwarded to the Warrant Verification Desk, Records Unit.
 - (2) The second copy will be placed in the division case file for city pick-ups.
 2. The supervisor/commander who approves a Warrant Recall, Form 197 P.D., will ensure that a CRNLOG entry is made, using the original case report number, with the notation in the remarks section, "P.C." (probable cause arrest), arresting officer's serial number and assignment.

MUNICIPAL COURT SUBPEONA

A. The three-part subpoena is furnished by the Jackson County Circuit Court, 16th Judicial Circuit of Missouri, Kansas City Municipal Division. The distribution for each copy of the subpoena is printed in the upper-right corner.

1. When a complainant or witness is required to testify in a municipal court case, a Municipal Court Subpoena will be issued requiring their appearance.
2. The officer will give the Witness Copy (white) of the subpoena to the complainant or witness who is being served.
3. The officer will attach the Court Copy (buff) and the Prosecutor Copy (pink) to the original GOS or UTT.

NOTE: If the incident is related to a domestic violence incident, the officer will check the box marked “Domestic Violence” in the upper-right corner of the subpoena.

B. Variations in Completion of Subpoenas

1. When a UTT is issued to a vehicle illegally parked on private property, the officer will ensure that a subpoena is issued to the property owner or valid agent/representative of the property owner. The officer will advise the complainant the court date was left blank to avoid an unnecessary court appearance by the complainant. The Municipal Court will notify the complainant of the court date if the UTT is contested.
2. If a juvenile is to be subpoenaed in regard to a municipal court case, the officer will:
 - a. List the name, the address with zip code, and the telephone number of the parent/guardian or custodian in the space provided for the witness.
 - b. List the name of the juvenile on the right side of the subpoena under “Bring with you the following.” The parent/guardian or custodian, if available or if contacted, will be requested to sign the subpoena. Upon signing the subpoena, the parent/guardian or custodian will be advised they are responsible for ensuring that the juvenile appears in court. They will also be advised that failure to comply may result in the issuance of a warrant for their arrest and the apprehension of the juvenile. If the parent/guardian or custodian cannot be contacted or refuses to sign the subpoena, the juvenile’s signature will suffice.

- c. If the parent's/guardian's or custodian's signature cannot be obtained and the juvenile refuses to sign the subpoena, the officer will write "refused" in the "Bring with you the following" block and give the Witness Copy (white) to the juvenile named on the subpoena.

CANCELLATION OF GOS AND UTT

A. Cancellation of GOS and UTT

1. In the event a GOS or UTT is lost, destroyed, partially written on; or if the issuing member desires to request cancellation of a completed summons, for any reason, a Request To Void, Form 210 P.D., will be completed.
2. In the event a warrant is satisfied at the Jackson County Circuit Court, 16th Judicial Circuit of Missouri, Kansas City Municipal Division, while an arrestee is in custody awaiting bond or the warrant has been satisfied prior to the arrest, the arrestee will be released if a proper receipt of payment is produced.
3. All copies of the GOS or UTT will be stapled to the Request To Void, Form 210 P.D., and submitted to the issuing member's immediate supervisor.
4. The immediate supervisor will sign and forward the completed packet to the Assistant Division Commander.
5. The issuing member's Assistant Division Commander will write "VOID" across the GOS or UTT and forward to the Records Unit Commander.

B. Hospital Escapees/Admittances

1. Detention Unit Transfers
 - a. When the arrestee is transferred to the hospital from the Detention Unit for treatment of an illness or injury and walks away, escapes or is admitted, Detention Unit personnel will write a brief Interdepartment Communication, Form 191 P.D., requesting the applicable GOS's/UTT's be voided. The word "VOID" will not be written on the GOS's/UTT's.
 - b. All copies of the GOS's/UTT's will be stapled to the Interdepartment Communication, Form 191 P.D., and forwarded through the regular channels to the Records Unit Commander.
 - c. The Records Unit Commander, upon receipt and approval, will ensure that all GOS/UTT copies and the original Interdepartment Communication, Form 191 P.D., are forwarded to appropriate Bureau Commander for processing.

- d. The Records Unit Commander will be responsible for forwarding photocopies of the GOS's/UTT's to be voided and the Interdepartment Communication, Form 191 P.D., to the initial arresting officer explaining the action taken.
 - e. Upon receipt of the aforementioned items, the arresting officer will make application for city pick-ups in accordance to procedures outlined in Annex B of this written directive.
- 2. Division Station Transfers
 - a. When the arrestee is transferred to a hospital from a division station for treatment of an illness or injury and subsequently walks away, escapes or is admitted, the desk sergeant will contact the initial arresting officer and instruct the officer to make application for city pick-ups.
 - b. The initial arresting officer will request the original GOS's/UTT's be voided in accordance to procedures outlined in section A of this annex.
- 3. Patrol Bureau personnel will notify, by mail, any subpoenaed victim/witness when a GOS/UTT is voided.

TWENTY-HOUR RULE/ TWENTY-FOUR HOUR RULE

A. Twenty-Four Hour Rule

1. An amendment to Section 544.170 of the Revised Statutes of Missouri allows law enforcement agencies to hold persons for twenty-four hours for specific state crimes. These crimes are:
 - a. Murder
 - b. Assault
 - c. Forcible Rape
 - d. Forcible Sodomy
 - e. Robbery
 - f. Distribution of Drugs
2. No person arrested for investigation of a state offense may be detained beyond the twenty-four hour limit unless a warrant is obtained from the appropriate Associate Circuit Court, within the appropriate time limit. The twenty-four hour rule does not apply to any city charges or state misdemeanors.

Note: When a subject is being held on the twenty-four hour rule it should be noted on the Investigation Arrest Approval, Form 176 P.D., by the approving supervisor.

B. Twenty-Hour Rule

No person arrested for investigation of any state offense, other than those listed above, or city ordinance violation may be detained beyond the twenty-hour limit unless a City Prosecutor has signed the GOS or UTT, or a warrant is obtained from the appropriate Associate Circuit Court, within the appropriate time limit.

C. General Guidelines

1. The statutory time limit begins when a person is taken into police custody, which will be noted on the Investigation Arrest Approval, Form 176 P.D., by the approving supervisor.
2. All persons arrested and detained will be given the opportunity to make a reasonable number of phone calls to obtain an attorney, contact a family member or to make bail, except as outlined below.

3. If there is a genuine concern that an individual will jeopardize a case or jeopardize the ability of the police to apprehend a suspect by making phone calls during the holding period the investigative element commander, supervisor or detective may:
 - a. Authorize detention personnel to ascertain the name and phone number of the attorney, contact the attorney by phone and allow the subject to talk with their attorney. The discussion between the suspect and the attorney will not be monitored.
 - b. Obtain the name and phone number of the person the suspect wishes to call and place the phone call for them. Because there is no privileged communication between a suspect and persons other than an attorney, the investigative element commander, supervisor or detective may monitor these conversations to ensure that the investigation is not jeopardized.
4. The twenty-four hour/twenty-hour rules do not apply to persons arrested for a previously issued warrant.

D. City Ordinance Violations

1. During the twenty hours of detention, arrests will be eligible to post bond upon completion of the investigation and the filing of charges.
2. Except for those arrested on a warrant issued prior to arrest, no person will be held for more than twenty hours from the time of arrest, unless a City Prosecutor has signed the GOS/UTT.
3. If the City Prosecutor has not signed the GOS/UTT or a warrant has not been obtained prior to the expiration of the twenty hours, the person in custody will be requested to sign the GOS/UTT. Regardless of whether the person in custody signs the GOS/UTT, they will be released. It will be the responsibility of the on-duty Detention Unit supervisor to be aware of any incident that would necessitate contacting a City Prosecutor to sign a GOS/UTT.

STATE STATUTE ARRESTS**A. General Guidelines**

1. All felony arrests charged with crimes handled by the following elements will be transported to the Detention Unit for booking, if requested by the investigating detective. Otherwise, the arrest may be booked at the division station:
 - a. Violent Crimes Division
 - b. Narcotics and Vice Division
 - c. Fraud/Forgery Section
 - d. Traffic Unit
2. When an individual is arrested for an investigation arrest, and is determined to have a state felony warrant, the individual will be transported directly to the Headquarters Detention Unit, unless the investigating detective requests the arrest be transported to a division station. The applicable investigative element supervisor will make the determination whether to book the individual on the felony warrant or the investigation charge. The Investigation Arrest Approval, Form 176 P.D., will denote all charges and units for which the arrest is being held and the proper statute number of those.
3. Investigation arrests for any crime will **not** be released from any division station. Fingerprints are required by the state for these types of arrests and the case must be assigned an Offense Cycle Number (OCN), which is associated with the state fingerprint card.
4. When an individual is arrested for a felony warrant or for an investigation arrest, the officer will not issue any GOS's; however, the officer will complete the appropriate report and incorporate pertinent information regarding any city or traffic charges. (e.g., if a person is arrested for Possession of a Controlled Substance (state level) and Carrying a Concealed Weapon (CCW) (not state level), the drug charges will be handled on a state level and a GOS for CCW will not be completed.)
5. Juveniles apprehended for a violation of a state statute will be handled in accordance with the current written directive entitled, "Juvenile Apprehension Procedures."

6. Arrests who are injured or claim injury/illness will be handled in accordance with the current written directive entitled, "Ambulance Calls and Arrests Taken to Hospitals."

B. The following are general procedures applicable to all felony arrests:

1. When completing reports relative to the arrest, officers will include all the facts and circumstances, i.e., probable cause, outstanding warrant(s), in accordance with the current written directive entitled, "Offense Reporting."
2. Persons arrested on authority of a "pick-up" issued by an investigative element will be booked for a specific offense in accordance with procedures in this annex. A pick-up will be issued for a person when there is adequate probable cause to arrest for the commission of a state statute offense classified as a felony or misdemeanor. A pick-up can also be issued on a vehicle, which has been used during the commission of a crime. A lawful arrest can be made in any public place for a person wanted on a pick-up order. Refer to the current written directive entitled, "Detaining and Questioning Persons; Arrest; Search and Seizure," when persons wanted on a pick-up order are known to be in a residence.
3. Detectives will advise persons arrested for state statute violations of their rights (Miranda Warning), prior to being questioned.
4. When a suspect is identified and arrested at the crime scene, the arrest may be released to a detective at the scene for booking in accordance with procedures set forth in Section A of this annex. However, the arresting officer will be responsible for the completion of all reports.
5. The arresting officer will obtain an Investigation Arrest Approval, Form 176 P.D., signed by the investigating element supervisor or the on-duty Violent Crimes Division supervisor, prior to booking. When the investigating element supervisor or the on-duty Violent Crimes Division supervisor is not available, the officer will:
 - a. Contact the dispatcher and request either the appropriate investigative element supervisor or the on-duty Violent Crimes supervisor contact them by phone in the Detention Unit.
 - b. Complete an Investigation Arrest Approval, Form 176 P.D., printing "verbal authorization by" and the authorizing sergeant's name on the line for "Supervisor's Signature."
 - c. Sign his or her name and serial number directly below the line for "Supervisor's Signature."

- d. If verbal authorization is given by a supervisor from the Violent Crimes Division, the officer will leave a copy of the appropriate report(s) and a copy of the Investigation Arrest Approval, Form 176 P.D., in the "In basket" of the authorizing supervisor's respective unit. If verbal authorization is given by a supervisor from a section other than Violent Crimes, the officer will leave a copy of the appropriate report(s) and a copy of the Investigation Arrest Approval, Form 176 P.D., in the "Reports for other units" basket located in the Homicide Unit.
 - 6. Persons arrested for a traffic-related felony will be booked at the Detention Unit. Prior to booking, an Investigation Arrest Approval, Form 176 P.D., will be signed by a D.U.I. Section supervisor or the appropriate investigation section supervisor. If the appropriate supervisor is not available, the on-duty Violent Crimes Division supervisor will sign the Investigation Arrest Approval, Form 176 P.D. When the on-duty Violent Crimes Division supervisor is not available, the officer will follow the guidelines set in this section.
 - 7. State misdemeanor arrests will be transported to the Detention Unit or a Patrol Division. A hit confirmation must be faxed to the location where the party is in custody, by the agency issuing the warrant. The officer may contact the Fugitive Apprehension and Arraignment Section between the hours of 0700 and 1500, by phone, with questions. The officer may contact the Violent Crimes Division between the hours of 1500 and 0700, by phone, with questions.
 - 8. Appropriate action will be taken by the arresting officer on those arrests which are not approved for booking on an Investigation Arrest Approval, Form 176 P.D.; i.e., release, GOS issued or UTT issued.
- C. A **"QUESTIONING ADVISORY – DO NOT ARREST"** may be issued by an investigative element. A question advisory, in and of itself, will not serve as the basis for an arrest and subsequent booking of an individual. **No probable cause exists to effect an arrest or involuntary detention.** The party should be informed of the measures required to satisfy the questioning advisory, the location to respond to voluntarily, etc. The officer may take the party to the appropriate investigative element if the person so desires. **Force or coercion cannot be used to obtain cooperation of the party.** The officer will contact the appropriate investigative element.

****A QUESTIONING ADVISORY WILL BE AUTOMATICALLY PURGED AFTER 90 DAYS****

D. Procedures applicable to felony arrests for the Drug Enforcement Unit, Street Narcotics Unit, Gang Squad and the Accident Investigations Section:

The arresting officer will:

1. Transport the arrest directly to the Detention Unit for booking or ensure the arrest is transported in accordance with Section A, of this annex.
2. Obtain an Investigation Arrest Approval, Form 176 P.D., from the appropriate element supervisor. If the appropriate element supervisor is not available, obtain a completed and signed Investigation Arrest Approval, Form 176 P.D., from a Violent Crimes Division supervisor. When a Violent Crimes Division supervisor is not available, the officer will follow the guidelines set in Section B, 5, of this annex.
3. Complete all applicable reports in accordance with the current written directive entitled, "Offense Reporting."
4. Hand carry or fax a copy of all applicable reports to the element conducting the follow-up investigation prior to ending their tour of duty.

E. Procedures applicable to arrests for investigation of a property crime, i.e., Burglary, Stealing, Auto Theft, etc.

The arresting officer will:

1. Transport the arrest to the Patrol Division in which the crime occurred, when detectives are on-duty. When detectives are not on-duty, the arrest will be transported to the Detention Unit.
2. Obtain an Investigation Arrest Approval, Form 176 P.D., from the appropriate element supervisor. If the appropriate supervisor is not on-duty, obtain the Investigation Arrest Approval, Form 176 P.D., from a Violent Crimes Division supervisor. When a Violent Crimes Division supervisor is not available, the officer will follow the guidelines provided in Section B, 5, of this annex.
3. Complete all applicable reports in accordance with the current written directive entitled, "Offense Reporting."
4. Hand carry or fax a copy of all applicable reports to the unit conducting the follow-up investigation, prior to ending their tour of duty.

STATE WARRANT ARRESTS**A. Subjects Arrested on a Felony Warrant**

1. The arresting officer will first determine whether the warrant is a local state warrant or an outside state warrant.
2. In the event the arrest has multiple local and/or outside warrants, the Fugitive Apprehension and Arraignment Section (F.A.A.S.) supervisor, or their designee, will make the final determination regarding which warrant will take precedence for booking purposes. In the absence of the F.A.A.S. supervisor, the commander/supervisor of the Violent Crimes Division will make the determination.
3. If it is a local state warrant:
 - a. The subject can be transported to either a Patrol Division or the Detention Unit.
 - b. If the subject is taken to a Patrol Division, the arresting officer will contact the Warrant Desk and provide them with the state warrant and ORI information from the subject's computer printout.
 - (1) After the Warrant Desk verifies the warrant, the arresting officer will advise the Warrant Desk personnel **not** to send the original warrant through the tube system until the subject has been transported to the Detention Unit.
 - (2) The arresting officer will leave the computer printout and a copy of the Report Form, Form 100 P.D., entitled "State Warrant Arrest" with the detention officer.
 - (3) The detention officer at the Patrol Division will then send the appropriate paperwork with the subject to the Detention Unit for booking.
 - (4) Once the arresting officer has arrived at the Detention Unit, they will contact the Warrant Desk and request the original warrant be sent through the department's tube system.
 - c. If the subject is taken to the Detention Unit, the arresting officer will contact the Warrant Desk and provide them with the state warrant and ORI information from the subject's computer printout.

- (1) After the Warrant Desk verifies the warrant, the arresting officer will advise the Warrant Desk personnel that the subject is in the Detention Unit and to send the original warrant through the tube system.
 - (2) The arresting officer will leave the computer printout and a copy of the Report Form, Form 100 P.D., entitled "State Warrant Arrest" with the detention officer.
 - (3) The detention officer will place the paperwork in the basket designated for the F.A.A.S. A detective from the F.A.A.S. will retrieve the information the following day.
4. If it is a felony Jackson County warrant the officer will:
 - a. Transport the subject directly to Jackson County Jail.

NOTE: Due to a daily prisoner count at the facility, the Jackson County Jail **will not** accept these arrests from 1200 hours to 1330 hours.
 - b. Contact the Data Entry Section, Real Time Operator as soon as practical after the arrest. This will allow the Real Time Operator time to send the appropriate inquiries to the Jackson County Sheriff's Office and attempt to obtain the "hit confirmation." Officers should advise the Real Time Operator that the "hit confirmation" should be faxed to the Jackson County Jail. The jail will hold the arrest based on the "hit confirmation."
 - c. **Not** complete the Report Form, Form 100 P.D., entitled "Outside State Warrant Arrest." Officers will record a description of the activity on the Daily Activity Log, Form 112 P.D., to include: location, nature, assisting car, probable cause (if applicable), reasonable suspicion (if applicable) and a brief description. Officers will include the name, date of birth, social security number and the warrant number(s) of the person(s) taken directly to the Jackson County Jail.
5. If it is an outside state warrant:
 - a. The subject can be transported to either a Patrol Division or the Detention Unit.
 - b. The arresting officer will contact Data Entry and provide them with the state warrant and ORI information from the subject's computer printout.

- c. Data Entry will send an urgent "YQ" message to the originating agency to verify the warrant. Data Entry will then fax a copy of the response to the arresting officer, verifying the warrant.
 - (1) If the arresting officer is at the Patrol Division, they will leave the computer printout of the warrant, the warrant confirmation response and a copy of the Report Form, Form 100 P.D., entitled, "Outside State Warrant Arrest" with the detention officer. The detention officer will then send the appropriate paperwork with the subject to the Detention Unit for booking.
 - (2) If the arresting officer is at the Detention Unit, they will leave the printout of the warrant, the warrant confirmation response and a copy of the Report Form, Form 100 P.D., entitled "Outside State Warrant Arrest," with the detention officer.
 - (3) The detention officer will place the paperwork in the basket designated for the F.A.A.S. A detective from the F.A.A.S. will retrieve the information the following day.

NOTE: An Investigation Arrest Approval, Form 176 P.D., will no longer be required for state felony warrants (local or outside).

B. Outside Municipal and Outside State Misdemeanor Warrants – Includes Misdemeanor Traffic Warrants

- 1. State misdemeanor warrants (includes traffic) are only extraditable within the state of Missouri. A person wanted on a misdemeanor warrant issued by a jurisdiction in another state will not be arrested for that warrant but will be advised of the warrant's existence.
- 2. State misdemeanor traffic warrants are issued by an Associate Circuit Court on traffic tickets written by highway patrol officers, county officers and some municipal officers.
- 3. If practical, the officer receiving information that the person has an outstanding warrant with an outside agency will attempt to verify the warrant with the issuing agency before the person is arrested or transported. If not practical, Communications Unit personnel will be requested to make the verification.
- 4. If the outside agency's warrant cannot be verified for any reason, the subject will be advised of the warrant and released.

5. Persons arrested on outside municipal or outside state misdemeanor warrants will be transported to the appropriate Patrol Division where they will be given the opportunity to post bond.
6. Patrol Division desk personnel will verify the warrant by contacting, by telephone or teletype message, the agency entering the warrant in the computer. Information for completing the Outside Warrant Bond Receipt and the Outside Bond Receipt Ledger, Form 64 P.D., will be requested. Bonding will be done in accordance with the current written directive entitled, "Bonding – General Ordinance and Traffic Violations."
7. If the warrant is valid, one of the following situations will apply. Regardless of which applies, a locate message will be sent by the Computer Unit.
 - a. If the subject posts bond, Patrol Division desk personnel will:
 - (1) Telephone the appropriate agency and inform them the wanted person has been apprehended.
 - (2) Telephone the Computer Unit and request a locate message be sent to the issuing agency.
 - (3) Obtain a hard-copy printout of the hit from the station computer terminal, write the notation "Locate Message Needed", the arresting officer's name, serial number and assignment on the printout and forward to the Computer Unit via interdepartment mail.
 - b. If the subject cannot post bond, Patrol Division desk personnel will telephone the appropriate agency, inform them of the station and address where the subject is being held, and request them to respond for the subject.
 - (1) If the agency responds, a locate message will be requested, as described previously.
 - (2) If the agency does not wish to respond, the subject will be released. In addition, a locate message will be requested.
8. If an arrestee is combative or belligerent or the outside agency cannot respond within a reasonable length of time, the desk sergeant may have the arrest transported to the Detention Unit.
9. If the arrestee is taken directly to the Detention Unit and is not booked at a Patrol Division, Detention Unit personnel will follow procedures for verifying the warrant and requesting a locate message.

C. Foreign Fugitive Arrest Warrants

1. Arrest warrants issued by foreign countries are not extraditable in the United States. Any contact (i.e., computer hit) on a foreign fugitive should be handled by:
 - a. Preparing a Report Form, Form 100 P.D., or an Investigative Report, Form 107 P.D., entitled, "Miscellaneous Investigation."
 - b. Contacting the F.A.A.S. as soon as practical. F.A.A.S. will make the appropriate notifications to the United States National Central Bureau via NCIC in Washington, D.C.
2. A subject cannot be arrested on a foreign fugitive arrest warrant. The subject may be arrested on federal, state or local charges with adequate arrest probable cause or a pending arrest warrant.

D. Re-booking

1. Subjects who are in custody and have been released from local charges or released Pending Further Investigation (PFI) and have additional outside felony warrants, will require re-booking.
2. The Detention Unit will make note of the date and time the subject was released on the city charges and re-book the subject on the outside felony warrant. F.A.A.S. will prepare necessary reports or, if not available, a district officer will be called by Detention Unit personnel to prepare the paperwork.
3. The detention officer will note on the subject's computer printout the date and time the subject was re-booked and the case report number. The appropriate paperwork will be placed in the basket designated for the F.A.A.S. A detective from the F.A.A.S. will retrieve the information the following day and complete the appropriate report(s).

STATE PAROLE WARRANT ARRESTS

- A. Persons arrested for a State Parole Violation will be taken directly to the Jackson County Detention Center when there are no active felony warrants or felony pick-ups for the subject issued by this department. A parole violator will be handled in the following manner:
1. Warrants should be confirmed by computer, when possible. A subject who does not have a State Parole Violation Warrant in the computer should not be arrested, **unless** the officer arrests the violator based on personal knowledge of the warrant's existence. (Officers with questions regarding whether an arrest should be made should contact F.A.A.S.)
 2. A subject who has a State Parole Violation Warrant will be handled as an outside felony warrant.
- B. The arresting officer will obtain a case report number and complete a Report Form, Form 100 P.D., entitled, "State Warrant Arrest – Parole Violation." The report will contain details pertinent to the arrest.
- NOTE: A person arrested on a State Parole Violation Warrant cannot post bond.**
- C. A hold for the Jackson County Detention Center will be placed on a subject with a State Parole Violation Warrant when a subject is wanted on a "pick-up" issued by this department, or has other felony warrants.

MISSOURI DIVISION OF CORRECTIONS ARRESTS

- A. A teletype message from the Division of Corrections, referencing the subject's pre-release violation, will be considered authorization to arrest a pre-release violator.
- B. If the subject has no active warrants or pick-ups issued by this department, the arresting officer will take the subject to the Jackson County Detention Center to be held for the Division of Corrections. If warrants or pick-ups exist, the subject will be taken to the element issuing the warrant or pick-up.

NOTE: If a department employee is contacted by a person from the Division of Corrections requesting a subject be arrested, the employee will inform the person that the subject cannot be picked up until a teletype message is received by this department. This message is considered "probable cause" and should be sent as soon as possible to expedite the subject's arrest.

- C. Arresting officers will obtain the teletype message from F.A.A.S. (Between 1500 and 0700 hours, the message may be obtained in the Records Unit.) The arresting officer must have the message in hand when booking the subject. The message will remain with the booking information in the Jackson County Detention Center.
- D. The arresting officer will obtain a case report number for an Outside State Warrant Arrest and complete a Report Form, Form 100 P.D., entitled, "Division of Corrections Arrest – Pre-Release Violation." The report will contain details pertinent to the arrest.

BOOKEM SYSTEM

A. Training

1. In order to access BOOKEM, members must have access to the Department's network.
2. No member will be allowed access to the BOOKEM System until they have received the introductory two-hour course, which is taught by Detention Unit Personnel.
3. Law enforcement members who are assigned as station detention officers must receive an additional four hours of training at the Detention Unit prior to being assigned as the DFO. In order to maintain the integrity of the system, this training is critical.
4. Police officer candidates will receive the introductory two-hour block of BOOKEM training prior to graduation, coordinated with their ALERT training.
5. Remedial training in the use of BOOKEM may be required in certain instances.

B. Security

1. The integrity and accuracy of the BOOKEM System is dependent on the proper use by department members.
2. All members will be given access to BOOKEM upon successful completion of the introductory two-hour course.
3. Each member will enter a unique password of their choice during the initial Log In process. This password will not be shared with any other member.
4. Members will sign onto the BOOKEM System with their own password each time they open a session of BOOKEM and will close that session upon completion.
5. Members, other than DFO's, will not use the *'modify button'* without the approval of a Detention Unit Supervisor, unless it is to correct an error within the file, which they are currently entering. Incorrect use of the modify button will result in loss of permanent data.

C. Data Entry

1. The green fields that appear on the screen after the “new button” is activated are *mandatory fields* that must be completed in order to receive an arrest number. The system will prompt the operator if a green field is left blank. If no data is available, the member will enter a single numeric zero into the field, with the exception of the Social Security Number, which requires zeros throughout the field.
2. The other fields that are displayed, although not mandatory, should be completed as thoroughly as possible by the operator. The information in these fields is often of great assistance during an investigation or an attempt to contact or identify the arrest at a later date.
3. The operator is required to enter all charges associated with the arrest incident. The station DFO is responsible for checking this entry for completeness and accuracy.
4. The arrest date and time is automatically entered by the system, and displays the same date and time as the booking date and time. The operator is responsible for entering the *correct* date and time of arrest. This is critical as the twenty-hour clock in BOOKEM and the twenty-hour report both search by the time entered into these fields.
5. When the arresting officer field is filled in, the operator is responsible for entering a slash (/) after the officer’s last name and then entering the arresting officer’s four-digit serial number. This is a searchable field, and in order to retrieve an officer’s arrests it is necessary to follow this format exactly, without entering any spaces, periods, etc., (example: Jones/5607).
6. An arrest number is issued for all arrests, either city or state, and will be referred to in subsequent department reports.
7. The operator is responsible for entering a response in each narrative field for the six questions of the Medical Question Tab. The DFO, upon receiving the arrest, will ask the Medical Questions again, checking the already entered answers for accuracy and making any additional comments.
8. The DFO will enter the station’s character designation (CPD, MPD, EPD, SPD, NPD) in the white field of the “Charges” tab. No other data will be entered in this field. The station designation must be entered for each charge.
9. The DFO will only enter the arrest number, the arrestee’s name and total count of the charges on the Prisoners and Records Transfers Sheet, Form 118. It is no longer necessary to list individual charges, court dates, property numbers, bond numbers, or bond amounts on transfers to Headquarters Detention Unit.

10. The DFO will run a city and state docket at the beginning and end of their shift to ensure an accurate prisoner (arrest) count. Any discrepancies will be reported to the desk sergeant. Corrections will be made to ensure the accuracy of the arrest's record and to balance the arrests charged to that particular station.
11. The Watch II DFO will be responsible for ensuring a copy of the BOOKEM Manual is at their booking area and be responsible for updating the manual upon receiving printed revisions.

D. Station Detention Facility Officer Responsibilities

1. The DFO will have the responsibility of ensuring complete information is entered accurately into the arrest's record, whether it is entered by the DFO or by the arresting officer.
2. The DFO will complete all fields left blank by the entering operator if the data is available.
3. The DFO will be responsible for taking the three-position mug shot sequence, using established protocol.
4. The DFO will ensure the arrest's property is inventoried and entered into the property section. Upon release of the property, the Prisoner Property Report will be generated and signed by the arrest and the DFO.
5. The DFO will update the arresting agency field when the arrest is transferred to Headquarters Detention Unit or to a medical facility. It is not necessary to make an entry into the "Release Narrative" tab if the arrest is transferred to Headquarters or a medical facility, unless the arrest is not to be guarded by an officer, and is to be released at the medical facility.
6. The DFO will generate a Wristband Report for all arrests with property and attach the report to the property bag.
7. The DFO will complete the release narrative when the arrest has satisfied all charges, and is released from custody. Entry of the narrative will be in compliance with the BOOKEM User's Manual. At the end of every release narrative the DFO will enter a "CC" for Checked in Computer, or "NC" for Not Checked-System Down, to meet the standards of the Jake's Law Statute.

NOTE: A copy of the BOOKEM User's Manual will be maintained with the desk sergeant for reference.

E. Desk Sergeant Responsibilities

1. Desk sergeants will be responsible for checking all entries made into BOOKEM during their shift for completeness and accuracy, and for ensuring that all corrections are made.
2. Desk sergeants will review all Prisoner Property Reports for accuracy and completeness, prior to the report being forwarded to Headquarters Detention Unit. The reports will be forwarded daily to Headquarters Detention Unit with the mail run.
3. Desk Sergeants will ensure that designated law enforcement members have received the required four-hour DFO instruction provided by Headquarters Detention Unit prior to assigning them to the DFO position.

F. Use of BOOKEM Functions

1. Members are encouraged to familiarize themselves with the various fields in the "Search" feature. These fields can be searched singularly or in any combination to retrieve data.
2. Access to the Line Up module will only be extended to members of investigative elements. When developing a line up, detectives will use the established protocol and department guidelines. Detectives will be responsible for entering the suspect's last name in the "Name" field and entering the complaint number and the detective's name and serial number that developed the line up in the "Description" field of the Line Up module. The system will issue a Line Up Number, which will be referred to in the detective's reports.
3. Detectives will be responsible for checking the twenty-hour report and the State Hold Over report for those individuals being held for their unit. Any information needed beyond those reports can be gleaned from the arrest's BOOKEM file, which the detective will be responsible for checking.
4. All members have been given access to print out the Photo Gallery, which contains all of the Mug Shot images taken of the arrest. Members also may add additional images of scars, marks and tattoos to the file at their discretion. If this is done, a description of the image must be entered into the "Features" tab.
5. Members may enter data at their discretion into the "Vehicle" tab.
6. All members have been given access to print out copies of all reports that BOOKEM will generate.